



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQO

JUL 28 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-71, Criteria for Measuring Progress when Processing
Single Process Initiative (SPI) Concept Papers (POLICY)**

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract management (One Book), not to exceed one year. Target Audience: All Contract Administration Offices (CAOs).

By memorandum dated May 1, 1997, the Under Secretary of Defense (Acquisition and Technology) stated the 120 day goal for implementing SPI concepts should be adhered to except where technical or cost benefit assessments cannot be performed adequately within that time frame. It is critical that you put into place a process to ensure concept papers are actively managed until resolution. The Management Council should develop clear operating procedures to include dispute resolution/escalation procedures and a concise tracking mechanism to ensure concept papers remain on track. Progress should be measured at each Management Council meeting.

The SPI process is built upon the premise that decisions will be made in a timely manner. Management Councils must track the status of all concept papers using milestone charts that identify all key coordination and decision/action events along with the responsible person. Milestone events will be identified within the 0-30 day, 31-90 day, 91-120 day and 121+ time frames. The projected completion date for each concept paper shall be established within 30 days of receipt and maintained throughout the disposition process. Concept papers with schedule breeches affecting final disposition dates shall be reported as part of the CAO weekly SPI report. Significant milestone slippage, and/or irreconcilable differences shall be elevated. Districts will brief the status of these concept papers, including estimated recovery dates, during the DCMC monthly Executive Council meetings (format is attached). Details on the top 10 oldest concept papers also must be provided using the format for the biweekly SPI videoteleconferences. Finally, Districts will assign and brief a cycle-time performance rating of Green, Yellow, or Red, using the criteria reflected on the attached chart.

Questions regarding this memorandum may be referred to Ms. Marialane Schultz at (703) 767-2421, or via the internet at marialane_schultz@hq.dla.mil.

ROBERT W. DREWES
Major General, USAF
Commander

Attachment

SPI CYCLE TIME - DCMDX

RATING: (Green--met target; Yellow--below target but within 10%; Red--below target more than 10%)

TARGET: (0-5%: District totals of concept papers over 120 days old must not exceed 0-5% of all open concepts, excluding Law/Reg proposals.)

	Days				
	0-30	31-90	91-120	121+	Total
# of Concept Papers					
# w/Significant Schedule Slippages					
# w/CTL Disagreements					
Analysis (include reason for delays, recovery plans, and estimated completion dates) NOTE: may need to continue Analysis on separate chart.					